



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF TRANSPORTATION
TRANSPORTATION MAINTENANCE PLANNER 3

ANNUAL \$70,584 **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$101,772 **GROUP: FS 24a** **DATE: AUGUST 25, 2015** **NO: 150830APMC**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation, Central Office of Maintenance or a District Maintenance Office this class is accountable for acting as a working lead who assists in supervising a designated group of employees and/or for performing the most complex professional tasks in the preparation of engineering, budgetary, planning studies and reports and planning of state and federal maintenance and construction projects.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **AUGUST 25, 2015** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF TRANSPORTATION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Seven years of experience coordinating highway maintenance project activities including planning, scheduling, budgeting or other related activities.

SPECIAL EXPERIENCE: One year of the General Experience must have been independently performing a full range of tasks in the planning of state and federal maintenance and improvement projects. [Note: For State Employees this is interpreted at or above the level of Transportation Maintenance Planner 2.]

SUBSTITUTION ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) For State Employees, one year of experience as a Transportation General Supervisor (Bridge Maintenance) (Maintenance) (Signs and Markings), Transportation Engineer 2 (Construction Engineering) in Highway Maintenance, Transportation District Electrical Supervisor, Transportation District Services Agent 2 or Transportation Maintenance Planner 2 may be substituted for the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of highway related maintenance methods, materials and equipment; considerable knowledge of principles and methods of determining maintenance needs and preparing programs; knowledge of basic civil engineering principles and practices; interpersonal skills; oral and written communication skills; ability to read and interpret plans and drawings; ability to understand and apply relevant statutes and policies pertaining to highway maintenance; ability to utilize computer software; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **August 25, 2015**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by October 6, 2015. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Transportation.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.